



TRIBAL GOVERNMENT
Director of Information Technology
Position Description

Reports to: Director of I.T.	Open: 12/8/2021
Job Class: Exempt; 40 hours per week	Closes: until filled
Email or fax resumes to: hr@paskenta.org	Projected Start Date:
<i>Native Preference in hiring is given to qualified enrolled members of Paskenta Band of Nomlaki Indians and Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.</i>	

POSITION SUMMARY

Under the guidance and direction of the Chief Executive Officer (CEO), the Director of IT will plan, lead, direct, develop overall execution of all IT functions that span across the Government, Gaming & Commission, Surveillance and Rolling Hills Clinics. Acting as a member of the executive leadership team to develop people operations strategies in support of organization goals and objectives of the Paskenta Band of Nomlaki Indians Government, Gaming & Commission, Surveillance, Rolling Hills Clinics. Lead a team of IT Shared Services professionals to deliver accurate and timely services, and to continually drive for improvements in the team's performance. This includes directing all IT operations to meet HIPAA requirements as well as the support and maintenance of existing applications and development of new technical solutions. The Director of IT will oversee the following areas: implement & manage IT services; lead and manage the IT department; manage risk, quality improvement and compliance; ensure HIPAA compliance and assume the role of Security Officer. Manages, coordinates, and conducts Information Services activities by performing the following duties personally.

DUTIES AND RESPONSIBILITIES

(Government, Gaming & Commission, Surveillance, Rolling Hills Clinics, Paskenta Brewing & Distilling and Rolling Hills Travel Center)

1. Partners with the executive leadership team to understand and execute the organizations information and technology strategy particularly as it relates to current and future needs, manage risk, quality improvement and compliance.
2. Develops and monitors an annual budget of I.T. operations within the Tribe and Clinic.
3. Oversee compliance with federal and tribal employment laws and regulations and recommended best practices; reviews policies and practices to maintain compliance.

4. Development of efficiencies by defining, delivering and supporting plans for implementing new information technologies.
5. Develops and completes Information Technology projects by coordinating internal and external resources.
6. Conducts and develops training to ensure technical processes are maximized by employees.
7. Consults with management to determine information system requirements, management and end user needs, and to determine scope and priorities of new projects.
8. Confers with departments to define project heads, to ensure cooperation and further define participation, and scopes of projects.
9. Works with departments to develop procedures and policies to solve technical issues.
10. Prepares reports to inform of project status and future planning.
11. Maintains and develops Information Technology department policies and procedures.
12. Develops and documents new technical procedures and policies.
13. Organize, purchase, and consult on office equipment, furniture, and office organization.
14. Maintains professional and technical knowledge by researching or attending educational workshops, courses, reviewing professional publications, and organizations.
15. Analyzes department workflow, duties, and capabilities to recommends department reorganization.
16. Manages all local networking equipment and systems, workstation desktops, laptops, and peripheral devices.
17. Manages all telecommunications equipment and systems.
18. Manages all server equipment and systems.
19. Schedule and conduct all software maintenance, updates, vendor contract, and support renewals.
20. Fully audit networks, applications, and devices to identify shortcomings, and possible improvements.
21. Manages IT Department purchases and inventory to ensure cost effectiveness and system efficiency.
22. Installation of all workstation computers, phones, printers, scanners, peripheral devices, and technical medical and dental devices.
23. Installation of all software and applications.
24. Coordinate training of employees on software, computers and other technical devices.
25. Works with software and device support to ensure issues are escalated and resolved when needed.
26. Creates and configures new user accounts, define areas of access for system security (files, folders, applications), configure group policies (printer access, assigned department drives, etc.).
27. Conducts network orientation for new employees.
28. Maintains, evaluates, and test disaster recovery processes/systems, as well as backup and storage.

29. Ensure network and systems security by constant monitoring and auditing of IT security.
30. Ensures the security, availability, and integrity of tribal databases, medical databases, systems, and information.
31. Maintains and upgrades fire alerting, camera, and access control systems.
32. Maintains users in access control systems.
33. Physical key management and assignment.
34. Works directly with vendors to correct issues, or system activations.
35. Researches many companies' capabilities and cost effectiveness, to develop new or upgrade our current systems, to ensure security, and to streamline processes.
36. Department scheduling to accommodate all operational hours of operation ensuring service delivery excellence.
37. Department scheduling to accommodate maintenance, upgrades, or system change overs as to not impair daily operations or duties of systems or personnel.
38. Other duties may be assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree with a technical major, such as engineering or computer science or equivalent; At least ten years related experience and/or training; or equivalent combination of education and experience.
2. Minimum five years of supervisory experience, managing people and processes in a professional capacity.
3. Systems Administration/System Engineer on the job experience, certification in Microsoft (Exchange, MS SQLServer) preferred.
4. Demonstrated experience with standard software applications, including MS Office, Windows familiarity, certification a plus
5. Demonstrated project execution experience managing multiple priorities within a fast-paced environment.
6. Ability to forecast and analyze business trends in order to maximize performance and profitability.
7. Sensitivity to the needs and situations of a multi-cultural population from a variety of income levels.
8. Ability to work in a fast-paced environment.
9. Strong communication skills and strong dedication to customer service.
10. Experience in implementing effective and innovative software development methodologies.
11. Operations experience in a healthcare or tribal government environments preferred.
12. Ability to communicate technical concepts to non-technical audiences.
13. Broad knowledge of Accounting management systems, EMR, data processing systems, concepts, and methodologies.

NOTE TO APPLICANTS

Please be advised a pre-employment Drug Test and a Department of Justice Fingerprinting clearance will be required as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Position may require exertion up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or constantly lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in an office setting. The noise level in the work environment is usually low to moderate. This job routinely uses standard office equipment such as computers, telephones, photocopiers, and fax machines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employment with Paskenta Band of Nomlaki Indians is voluntarily entered. All PBNI personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at any time by the employee or by PBNI. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period or to make an agreement for employment other than at-will terms. The job description does not constitute an employment agreement between Paskenta Band of Nomlaki Indians and employee and is subject to change by the Paskenta Band of Nomlaki Indians.